



## RECRUITMENT ANNOUNCEMENT

### **Tween Librarian (Part-Time)** *Library*

\$ 18.00/hr

Posting Date:  
**October 29, 2014**

Closing Date:  
**Open Until Filled**

The Troy Public Library is the hub of the vibrant, dynamic, and diverse City of Troy. The Library sees over 700,000 visitors per year and serves an educated and involved community. Under the direction of the Head of Youth Services, the Librarian performs a variety of professional and public service tasks in order to support the educational, recreational, business, and cultural needs of the community.

**HOURS:** Part-time, year-round. Twenty (20) hours per week. Schedule will include at least one evening shift per week and at least two weekend shifts per month.

#### DUTIES (Not All-Inclusive)

- Evaluate programming needs and create a plan for programming services for the “tween” population in upper elementary school and early middle school.
- Create, plan, promote, and implement library programs for children, on and off site.
- Provide comprehensive reference and readers’ advisory services for birth through 12 years old.
- Work with the Youth Services staff to reach out to local schools to promote collections and services.
- Participate in selection, development, marketing, and evaluation of the library’s print collection.
- Serve as on-duty staff as needed, making decisions dealing with library security, policy, emergency procedures, customer service and conflict resolution.
- Perform related work as assigned.

#### REQUIREMENTS (Open Competitive)

- Master of Library Science degree from a library school accredited by the American Library Association. Candidates *must submit proof of degree with application and official transcript at time of interview.*
- Demonstrated proficiency with electronic databases, Microsoft Office applications, social networking sites, and mobile technology, especially as it relates to eBooks and other digital resources.
- Ability to interact courteously and effectively with the public, library staff, library volunteers, and other City departments.
- Ability to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills.
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical, including drug screen.

#### PREFERRED

- Experience providing programs and services for children of all ages, and the “tween” population specifically.
- Knowledge of Polaris Library System Software.

#### APPLY

Applications can be completed online and sent to [humanresources@troymi.gov](mailto:humanresources@troymi.gov) or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

Your application is part of the review process; be sure it is complete. Attaching a resume is required, however, all information requested on the application form must be completed (*i.e. writing “see resume” is not sufficient*).

To be considered, present City of Troy employees must apply, meet the above requirements, and have received a satisfactory score on their most recent performance evaluation.

#### **AN EQUAL OPPORTUNITY EMPLOYER**

The City of Troy does not discriminate against persons with disabilities in employment or the provision of services. If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.